



# Office of the City Clerk

Weekly Report – for Week Ending May 13, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

In preparation for receiving an initiative petition in the next two weeks, staff hired and trained fifty As-Needed employees this week. The employees will conduct signature verification work.

Staff attended outreach events at LA City College, Pierce College, and at the Edendale Library this week. They gave classroom presentations on voter registration at the colleges and staffed an information table at the library.

### 2016 Neighborhood Council (NC) Elections

The Candidate Filing and Documentation Period has ended for all regions. Staff are now assisting Empower LA at polling locations on election day and conducting ballot tallies on the business days following the elections. The ballot scanning system has been programmed and tested and will be used to tally the ballots for all upcoming elections in the five remaining regions.

As of May 11, staff has mailed out 76 Vote-By-Mail ballots to Westwood Neighborhood Council voters. This is the only NC with a Vote-By-Mail option.

### Records Management

Records Disposition - Twenty-three destruction reports pertaining to 1,324 boxes in departmental storage and 3,724 boxes in the City Records Center have passed their 60-day public notification period. From those in the City Records Center 1,943 boxes are under a temporary hold while public records requests are resolved; 50 boxes have been returned to storage; 1,284 boxes are in process for destruction, and 497 boxes have been destroyed.

Historical Archives Research – The Hollywoodland Homeowners Association reviewed the files of former Councilmember Tom LaBonge.

Archival Projects – Scanning resumed of the City Council files from 2002 and earlier.

### Business Improvement Districts

On May 10, 2016, the Economic Development Committee approved the City Clerk report relative to the extension of a contract for the proposed Echo Park Business Improvement District.

On May 3, 2016, 279 invoices in the amount of \$76,150 were mailed for the Los Feliz merchant based Business Improvement District.

Staff attended the Self Service Government Summit at the Cathedral on May 11, 2016.

Staff conducted site visits of the Melrose, Larchmont, South Los Angeles Industrial Tract, Arts District Los Angeles and Fashion District Studio City and Sherman Oaks Business Improvement Districts.

Staff attended the Economic Development Summit meeting on May 12, 2016.

### Systems

#### General and Neighborhood Council Election

Staff updated and configured 100+ computers with the latest versions of the County's Voter Information Management system (VIMS). There are currently 60 temporary City staff and 40 County staff using the computers



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for election support. City staff is expecting a large number of petition signatures to process over the next 14 days, while the County will be processing a large volume of voter registration for the upcoming presidential nominating elections.

## Applications and Infrastructure

Staff provided training to Empower LA on creating electronic agendas using the Novus system. Empower LA will be presenting a demonstration of the system to the Board of Neighborhood Commissioners at their upcoming meeting on May 16<sup>th</sup>.

The Board of Public Works (BOPW) started parallel testing using the Novus agenda system with assistance from the City Clerk. BOPW is expected to implement the system and go live on July 1<sup>st</sup>.

The CLA's office requested the City Clerk to create and host a web calendar for the Council and Committee meetings. The calendar was created and links directly from the Council calendar web portal.

## **Administrative Services**

**Fiscal** – Staff worked with the CLA's office to provide balances for all 15 Real Property Trust Funds; worked with the CAO to identify transfers that would be required as part of the interim FSR; worked with CLA to draft a motion to deposit funds into for the Transfer of Floor Area Rights Trust Fund; worked with Council District 14 to appropriate expenses under the CLARTS Trust Fund; provided Controller's Office information on the Sunshine Canyon Trust Fund; worked with GSD to set up blanket authorities and processed various transfers and payments for Council Discretionary Trust Funds.

## **Upcoming**

Neighborhood Council Elections for Region 7 will be on May 14<sup>th</sup>.

## **Issue**

The Council File Management System (CFMS) went offline on Sunday afternoon due to a technical issue. The problem was resolved shortly after it was reported.